UNION BIBLE SEMINARY
PHILADELPHIA
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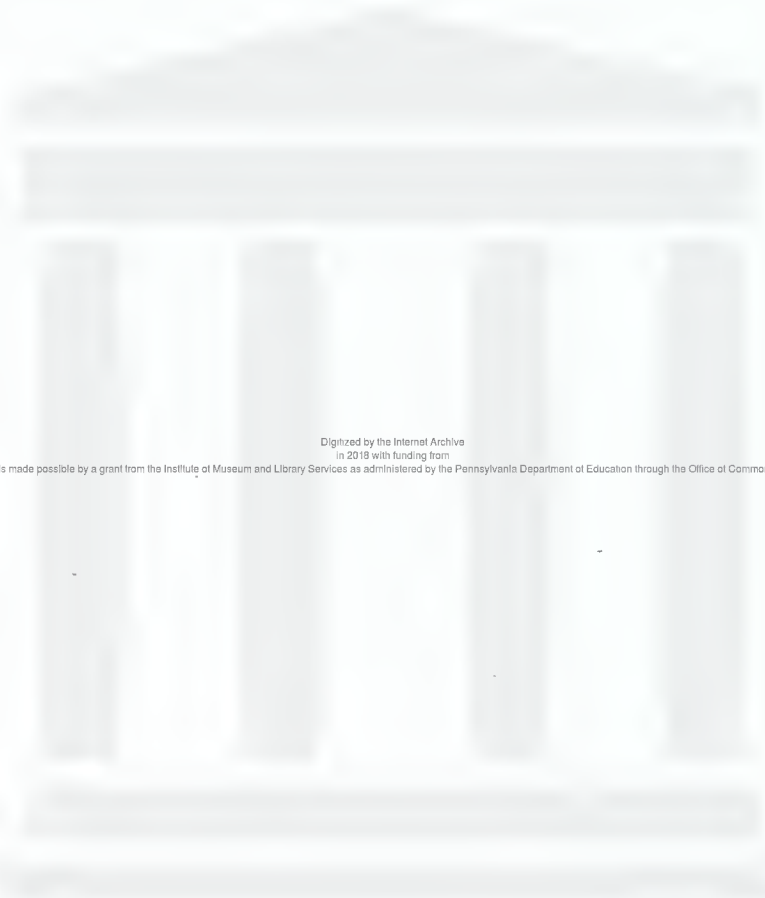

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ESTABLISHED, 1865.

THE CIRCULAR

—OF—

PEIRCE'S

Union Business College,

No. 39 South Tenth Street,

PHILADELPHIA,

For the Fourteenth Year, Commencing September 2, 1878.

—BY—

THOMAS MAY PEIRCE, M. A.,

TEACHER, ACCOUNTANT AND EXPERT.

PHILADELPHIA:
THOMAS MAY PEIRCE.
1879.

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OFFICERS, TEACHERS AND LECTURERS.

OFFICERS.

THOMAS MAY PEIRCE, M. A.,
Principal and Proprietor.

REV. JOHN THOMPSON,
Residence, No. 2002 Brandywine Street,
Business Manager.

JOHN R. HARRISON, *Janitor.*

TEACHERS.

THOMAS MAY PEIRCE, M. A.,
Consulting Accountant and Expert in Matters of Handwriting;
Teacher of Business, Book-keeping, Mental Arithmetic, Business Customs and Forms.

THEODORE HOHENADEL,
Teacher of Business, Book-keeping, Business Customs and Forms.

J. EDWIN M. KELLER,
Teacher of Book-keeping and Business Forms.

WILLIAM S. HUCKEL,
Teacher of Book-keeping, Business Forms and Phonography.

WILLIAM C. WRIGLEY, ESQ.,
(*Of the Philadelphia Bar,*)
Teacher of Commercial Law, Business Correspondence, Mental Arithmetic and Spelling.

FRANKLIN S. IBACH, B. S.,
Teacher of Academical Department.

J. H. WARREN,
Teacher of Penmanship.

LECTURERS.

S. EDWIN MEGARGEE, ESQ.,
(*Of the Philadelphia Bar,*)
Office, No. 128 South Sixth Street, Residence, N 1016 Callowhill Street,
Commercial Law.

HENRY DARRACH, ESQ.,
(*Of the Philadelphia Bar,*)
Insurance Law.

GENERAL INFORMATION.

THE FOURTEENTH YEAR

will extend from Monday, September 2d, 1878, to Friday, June 27th, 1879, inclusive.

VACATIONS.

The school is open during the whole year except the months of July and August, Christmas week and legal holidays.

INSTRUCTION

will be given during the time the school is open every week-day except Saturday.

HOURS OF INSTRUCTION.

Nine o'clock in the morning till two o'clock in the afternoon.

ATTENDANCE.

The roll of students is called three times each day and the absentees noted. Students are required to be present during school hours, unless there have been special arrangements made to the contrary with their parents or guardians.

REPORTS.

Weekly reports of the attendance, progress and conduct of each student will be mailed regularly to his parent or guardian.

OFFICE HOURS.

The office will be open to visitors every week-day (including Saturday) from 8 A. M. till 5 P. M., at which time Rev. John Thompson, Business Manager, will take pleasure in explaining fully the work of the institution to those who may desire such information.

During the period from September 15th till April 1st, the office will not be closed at 5 P. M., but will be kept open till 9 P. M., except on Saturday evening.

The office is not closed during vacation.

CIRCULARS

free to any who call or write for them. In writing for circulars, address Rev. John Thompson, Business Manager, 39 South Tenth street, Philadelphia, Pa.

PREPARATION FOR ADMISSION.

The departments are so arranged that students can be admitted without regard to age or grade of education.

The academical department is not merely a preparation for those who wish to take the business course, but it is adapted to the wants of those whose early educational advantages have been limited, and who have grown to such an age as to render impossible their attendance at a classified school.

In the book-keeping and business departments the greater the proficiency of the student in the ordinary English branches the better.

SPECIAL ADVANTAGES.

(1.) This institution is conducted by him who founded it, and bears his name. He is a professional teacher, and he has personal charge of the business department.

(2.) The introduction of a business manager into the faculty, with duties confined to the office, and free from the trials and exasperations

of the school-room, provides the judgment of a third person to adjust the differences which sometimes arise between teacher and student, and secures a high state of discipline by mild parental means. The previous pastoral employments of the present business manager eminently adapt him to this work.

THE ACADEMICAL DEPARTMENT.

Farmers and others who can spare their sons but for a winter's schooling, in which to finish their education, will do well to examine and consider our plans and methods of work. We believe—and our belief is founded upon a large and varied experience—that with a young man of eighteen or nineteen, who is about to quit the school-room and engage in the active duties of life, we can do more in a winter to enable him to sustain himself successfully in the race he is to run than is accomplished in the classified boarding-school.

NIGHT SCHOOL

will be held on Monday, Tuesday and Thursday evening in each week, from Monday, September 30th, 1878, till Thursday, March 27th, 1879, inclusive.

Hours of instruction—7 to 9 o'clock in the evening.

AFTERNOON SESSIONS.

After the adjournment of the college for the day, pupils are received in any of the English branches, higher mathematics, natural sciences, book-keeping or phonography, and are taught from 2 to 5 o'clock every week-day afternoon, except Saturday. Quite a number have availed themselves of this opportunity in the past, and no doubt many will in the future. Ladies, especially, find the hours convenient and the management of students to be all that propriety demands or delicacy suggests.

TEXT BOOKS.

BOOK-KEEPING.—Our College Guide to Book-keeping and Quaker City Manuscript Sets.

PENMANSHIP.—Theory of Spencerian Penmanship.

ARITHMETIC.—Robinson's Progressive Higher. New American Practical Arithmetic.

MENTAL ARITHMETIC.—Brooks'.

LETTER WRITING.—Townsend's Analysis of Letter Writing. Westlake's How to Write Letters. Kerl's Composition and Rhetoric. Swinton's Language Lessons.

COMMERCIAL LAW.—Sharswood's Lectures.

GRAMMAR.—Kerl's Common School. Smith's.

HISTORY.—Swinton's Outlines of General History.

SPELLING.—Mecutchen's New American.

READING.—New American Series. Cathcart's Literary Reader.

GEOGRAPHY.—Mitchell's Wall Maps.

GEOMETRY AND TRIGONOMETRY.—Davies' Legendre. Brooks'.

ALGEBRA.—Wilson's Elementary. Brooks'. Olney's Higher.

NATURAL SCIENCES.—Steel's Series.

PHONOGRAPHY.—Pitman's. Graham's.

DIPLOMAS.

The diploma of the college shows the scholastic attainments of the holder, and is the conscientious recommendation of a business man. It is conferred upon those only who, upon completing the prescribed course of study, pass a satisfactory examination, and who have evinced during their attendance at the institution a character for honesty, steadiness and attention to their duties.

For the purpose of enabling merchants to know the exact standing of each graduate, the average attained by the holder of a diploma is plainly marked upon the face of it. Examination results are marked by the decimal scale, from á cipher to one hundred, and no one is graduated who does not rate at least seventy. Five dollars is charged for the diploma, which is printed upon parchment.

TIME FOR GRADUATION.

Very few have the ability and application to enable them to graduate in a less time than six months; and very few, having business talent, require more than nine months, and for this reason we prefer to say that it generally requires from six to nine months for a student to graduate. A young man, however, with good abilities and by earnest application—who does not desire to stay to graduate—can secure a fair knowledge of book-keeping and the methods of transacting business in a regular six months' term.

SITUATIONS.

We are often applied to by business men and merchants for young men, and many are now occupying situations of prominence and profit, secured to them through the management of this institution. It always gives us pleasure to do the very best we can for our graduates, but we desire to have it distinctly understood that we do not, under any circumstances, *promise* to secure employment, and we positively decline to accept any trade on condition that we will secure situations. The reasons for this are obvious: First, we do not know when young men enter whether they have the ability and application to prepare for such situations as they may desire; and secondly, we could not feel justified in raising expectations, unless we were absolutely certain that we could fully meet them. What we promise is, that we will do our duty as faithful teachers, and recommend as our conscience and judgment may dictate.

EXPENSE.

Tuition in either academical, book-keeping or business departments—

One week	$4.00
One month	15.00
Two months	28.00
Three months	40.00
Six months	60.00

For penmanship only (with the other students of the college, during their regular daily lesson in penmanship)—

One week	$2.00
One month	6.00
Two months	11.00
Three months	15.00

Blanks, text books and stationery extra, but at low rates.

EXPENSE AT NIGHT SCHOOL.

For penmanship, *and* any or all the other branches, such as book-keeping, arithmetic, spelling and business correspondence—

One month	$5.00
Six months	25.00

For penmanship *only*—

One month	$4.00
Three months	10.00

Blank books and stationery extra, but at low rates.

AFTERNOON SESSIONS,

for ladies and gentlemen, from 2 to 5 o'clock, except on Saturdays.

For mathematics, natural sciences and English branches, except penmanship, per month	$6.00
For the same, including penmanship, per month	9.00
For penmanship only. as above.	
For book-keeping, per quarter	15.00
For phonography, twelve lessons	5.00

BOARD.

Boarding in private families, at $4 per week and upwards, can be had on application at the college office.

BRIEF DESCRIPTION

OF THE

Objects Placed by this Institution on Exhibition

AT THE

INTERNATIONAL CENTENNIAL EXHIBITION.

I—PENMANSHIP.

(A.) Seven (7) sets of resolutions, engrossed by order of the Philadelphia Board of Public Education at different times during the past five years, and borrowed from the owners for the purpose of showing the high order of talent employed by the college.

(B.) The improvement in writing of fourteen hundred (1400) pupils of the college, showing the success of the Penman as a teacher.

(C.) A "Reward of Merit," engrossed by the Penman, the like of which is given once a month to the pupil who makes the most improvement in writing during the month.

(D.) A large piece of "Specimens of Spencerian Penmanship" and a set of resolutions complimentary of the Principal, written by the Penman, and a "Deceiving Picture," made with pen, brush and pencil by the Professor of Drawing, each illustrating the power and ability of the executor.

(E.) A piece of ornamental penmanship, with a bouquet in the centre, drawn with the pen, and the drawings in the work done for the Board of Education, show the Penman's skill in pen-drawing.

II—BOOK-KEEPING.

(A.) A case of samples of merchandise used by the pupils of the college in the transaction of business among themselves in the actual business department, thus furnishing each pupil with an original and independent set of transactions for his books.

(B.) Samples of college currency used in the payment of bills, together with copies of the various business papers used by the students.

III—COURSE OF INSTRUCTION.

(A.) A small piece of lettering, naming the subjects taught.

(B.) A Diploma, setting forth the subjects of examination for graduation.

IV—OBJECTS OF THE INSTITUTION AND CLASSES WHO PATRONIZE IT.

A large piece of penmanship, setting forth the same in detail.

V—TEXT-BOOKS USED.

The list is printed on page 7 of this circular.

VI—FOUR VOLUMES OF PUPILS' WORK,

embracing all the books kept and business papers used in the business course by four pupils.

PARTICULAR MERIT WHICH THE EXHIBITOR CLAIMS FOR HIS EXHIBIT.

I. The highest order of talent in the Penman in all the departments of work done with the pen.

II. Superior plans for the improvement of the writing of pupils, in addition to the excellence of the teacher.

III. Ingenious and successful methods for teaching book-keeping and securing a sound practical and economical education to young men, together with a thorough preparation for business life.

THE U. S. CENTENNIAL COMMISSION

AWARDED TO THIS INSTITUTION THE

Centennial Business College Diploma and Medal,

Wednesday, September 27th, 1876.

DETAILS OF THE SAME.

The following named gentlemen were appointed by the United States Centennial Commission to act as Judges on Education and Science, at the International Exhibition held in Philadelphia from May 10th to November 10th, 1876:—

Hon. ANDREW D. WHITE, LL. D.,
President of Cornell University,
ITHACA, N. Y.

D. C. GILMAN, LL. D.,
President of Johns Hopkins University,
BALTIMORE, MD.

Hon. J. M. GREGORY, LL. D.,
President of the Illinois Industrial University,
CHAMPAIGN, ILL.

Prof. J. W. HOYT, LL. D.,
United States Commissioner to the Paris Exposition of 1867, and President Judge on Education and Science at the Vienna Exposition of 1873,
MADISON, WIS.

Sir CHARLES REED, M. P.,
Member of the London School Board,
LONDON, ENGLAND.

Mr. RENÉ FOURET,
Of the firm of Hachette & Co., Publishers,
PARIS, FRANCE.

JUAN JOSÉ MARIN y LEON,
Colonel Royal Engineers, and Royal Commissioner from Spain to the Philadelphia International Exhibition,
MADRID, SPAIN.

Prof. DR. OTTO MARTIN TORELL,
Geologist,
SWEDEN.

After more than three months' careful examination of the various products submitted to them, they recommended PEIRCE'S UNION BUSINESS COLLEGE to the proper authorities for award. A brief description of the articles placed on exhibition by this institution, and examined by the above named Judges, will be found on pages 10 and 11 of this Circular.

CERTIFIED COPY OF REPORT OF JUDGES.

The United States Centennial Commission announce the following Report as the basis of an award to PEIRCE'S UNION BUSINESS COLLEGE, Philadelphia, Penn'a, for Penmanship, Book-keeping and Publications, and work showing courses of instruction:—

REPORT.

The exhibits afford evidence of excellent work in the different departments embraced, while the general plan and purposes of the institution also entitle it to commendation.

Besides the college proper, the institution embraces a well organized preparatory school, in order that none may have an excuse for ignorance of the ordinary English branches, proficiency in which should everywhere be considered a prerequisite to admission to a commercial school.

U.S.C.C. Seal, 1876.

A. T. GOSHORN, *Director General.*
ATTEST: J. R. HAWLEY, *President.*
J. L. CAMPBELL, *Secretary.*

THE WORK OF EACH INSTRUCTOR

IN DETAIL,

SPECIFYING THE DEPARTMENTS IN WHICH HE LABORS, THE BRANCHES HE TEACHES AND THE TIME HE DEVOTES TO EACH.

MR. PEIRCE,

(EVERY DAY.)

9½–10—Mental arithmetic in business department.

9–9½, 10–12 and 12¼–2—Examination of books kept by students in business department. When correct, passing the student to the next set, and when incorrect in any vital matter, requiring the set prepared again. Also, examination of students who desire to graduate.

☞ Once a week Mr. Peirce examines carefully and thoroughly the books of the "Union College Bank" and those of "Thomas M. Peirce & Co.," Importers and Jobbers, and marks the work according to its neatness and correctness, and passes the student to the academical department to prepare for graduating. The average given the student for this work is a part of his graduating average.

☞ Once a month Mr. Peirce examines the improvement made in penmanship by each student of the college, and awards the "Reward of Merit" to the one who has made the greatest improvement, and issues letters of "honorable mention" to those who have made creditable improvement.

☞ Once a month Mr. Peirce conducts a Spelling Bee in each department, awarding prizes to those successful.

☞ On Monday Mr. Peirce will teach mental arithmetic a half hour later, to allow Mr. Wrigley a full hour—from 9 till 10—on the subject of business correspondence.

N. B.—In consequence of Mr. Peirce's professional work as accountant and expert, the above named hours cannot always be observed. In such cases, the student is protected from any delay in his progress by special arrangements.

MR. HOHENADEL,

(EVERY DAY.)

9–12, 12¼–1—(1) Examination of bills, promissory notes, drafts, checks and other business papers, and either certifies to their correctness or returns them to the student who wrote them for correction. (2) Advising and explaining how to collect and make settlements and how to enter the same. (3) Investigating and discovering mistakes made by students in their books, and devising correcting entries, which enable the books to show the relations of the student-merchant as they exist. (4) Explaining at the blackboard the correcting entries made for students to cancel their mistakes. (5) Advising and teaching how to transact business which does not grow out of the auction and has no connection with it, and how to enter the same. (6) Drilling at the blackboard upon any such matter as closing a ledger, the need of which shall become apparent.

1–2—Auctioneering goods and selling them at public sale under such rules and regulations as will maintain a current of business and secure the attention of the students.

MR. KELLER,

(EVERY DAY.)

9–12, 12¼–12½, 1–2—(1) Examination of books and business papers made out by students. (2) Explaining to the individual student and teaching him, as he may require assistance, in book-keeping or in preparing business papers. (3) Examination of those who have completed the course in the book-keeping department and desire admission into the business department.

12½–1—Blackboard drilling on journalizing, closing a ledger, drafts, the sending or receiving of goods to be sold on commission, discount, &c.

☞There will be no blackboard drill the day on which business correspondence is taught.

MR. HUCKEL,

(EVERY DAY.)

9–12, 12¼–12½, 1–2—(1) Examination of books and business papers made out by students. (2) Explaining to the individual student and teaching him, as he may require assistance, in book-keeping or in preparing business papers.

12½–1—Blackboard drilling on journalizing, closing a ledger, drafts, the sending or receiving of goods to be sold on commission, discount, &c.

☞There will be no blackboard drill the day on which business correspondence is taught.

MR. WRIGLEY.

Monday, . . .9–10—Business correspondence, business department.

10–10½—Spelling, book-keeping department, section 2.

10½–11—Commercial law, graduating class.

11–11½—Mental arithmetic, book-keeping department, section 1.

11½–12—Mental arithmetic, book-keeping department, section 2.

Tuesday, . . .9–10—Business correspondence, book-keeping department, section 1.

10–10½—Spelling, business department.

10½–11—Commercial law, graduating class.

11–11½—Mental arithmetic, book-keeping department, section 1.

11½–12—Mental arithmetic, book-keeping department, section 2.

Wednesday, 9–10—Business correspondence, book-keeping department, section 2.

10–10½—Spelling, book-keeping department, section 1.

10½–11—Commercial law, graduating class.

11–11½—Mental arithmetic, book-keeping department, section 1.

11½–12—Mental arithmetic, book-keeping department, section 2.

Thursday,...9–10—Business correspondence, academical department.
10–10½—Practical grammar—first week, business department second week, book-keeping department, section 1 third week, book-keeping department, section 2.
10½–11—Commercial law, graduating class.
11–11½—Mental arithmetic, book-keeping department, section 1.
11½–12—Mental arithmetic, book-keeping department, section 2.
Friday,...9–9½—Spelling, book-keeping department, section 1.
9½–10—Spelling, book-keeping department, section 2.
10–10½—Spelling, business department.
10½–11—Commercial law, graduating class.
11–11½—Mental arithmetic, book-keeping department, section 1.
11½–12—Mental arithmetic, book-keeping department, section 2.

MR. IBACH,

(EVERY DAY, IN ACADEMICAL DEPARTMENT.)

9–9¾—Teaching students engaged in working at arithmetic on their slates, and explaining elementary arithmetic at the blackboard.
9¾–10¼—Mental arithmetic.
10¼–10¾—Reading.
10¾–11¼—Geography, by large wall-maps. (Descriptive maps one day; outline maps the next day.)
11¼–12—Special cases.
12¼–1—Advanced arithmetic on blackboard by students.
1–1½—Spelling.
1½–2—Practical grammar, without the use of a text-book by the student.

☞On Thursday the lesson in reading and the one in geography will be omitted, and the arithmetic will be taught from 10 till 11¼,

making room for a lesson in business correspondence from 9 till 10, by Mr. Wrigley, Mr. Ibach participating.

☞The graduating class will be excused each day from 10½ till 11, to take commercial law with Mr. Wrigley.

☞On each Friday the students of the academical department who are reviewing arithmetic will be examined in that subject by Mr. Ibach, to determine whether or not any are ready for the book-keeping department. Those found qualified will be transferred on the following Monday morning.

MR. WARREN,

(EVERY DAY.)

11¼–12—Penmanship, academical department.

12¼–1—Penmanship, business department.

1–2—Penmanship, book-keeping department.

"The Theory of Spencerian Penmanship" is used by Mr. Warren as a text-book, and the pupils are taught the theory of penmanship as well as practiced in its forms and movements.

MR. MEGARGEE

delivers, at convenient periods during the year, twelve lectures on commercial law.

MR. DARRACH

delivers, at convenient times, twenty lectures on insurance law. They have been revised and adapted to a set of charts and maps, which he will hereafter use to illustrate the lectures.

☞It is important that these lectures should be heard by all the students of the college, but especially by the graduating class. The latter will be required to attend them.

BRANCHES TAUGHT.

HOW, IN WHAT DEPARTMENT AND TIME ASSIGNED TO EACH.

IN THE

BUSINESS DEPARTMENT,

students are taught how to do

BUSINESS

by dealing among themselves, under the guidance of a business man, in goods having a real money value. In it, book-keeping is practiced, all the papers required by well conducted business houses are written out and delivered, and all the customs prevalent in commercial circles are observed.

Four different applications of

BOOK-KEEPING

are taught—(1) Cash book, day book, journal and ledger. (2) An invoice book and sales book are introduced. (3) The journal, as a special book, is dropped, the day book being used as both day book and journal. (4) No journalizing except of day book entries and posts made from the books of original entry. Pupils are required to have purchased and sold goods at least fifty times, and performed all the business required by the terms of purchase or sale, before they are allowed to close up their books. They then close them up, and collecting all the bills of goods purchased and sold by them, and arranging these bills in order, they submit their books to Mr. Peirce for examination. If satisfactory, he approves them by his signature, and the student passes to the next set in the course. If, however, the examination shall show that the student does not comprehend thoroughly all that is taught in the set, he will be required to engage in business again and perfect himself. Should his books contain mistakes which he cannot discover, Mr. Hohenadel

will investigate them, locate the mistakes, and make the entries necessary to correct them. No

BUSINESS PAPER

has any value in this department unless its correctness in form has been first ascertained by Mr. Hohenadel or Mr. Peirce, and the paper bears upon its face the initials of one of these gentlemen as a mark that it has been examined and found correct.

Students in this department devote one half hour a day to

MENTAL ARITHMETIC,

three-quarters of an hour a day to

PENMANSHIP,

one hour, on Monday of each week, to

BUSINESS CORRESPONDENCE,

a half hour Tuesday and a half hour Friday to

SPELLING,

and a half hour every third Thursday to

PRACTICAL GRAMMAR,

and its students are urged to attend the regular lectures on

COMMERCIAL LAW AND INSURANCE LAW.

They give as much of their time as may be necessary, and whenever it may be necessary, to secure the transaction of a certain amount of business in the auction and out of it, the sending or receiving of goods to be sold on commission, the approval of their bills and other business papers, the settlement of their business affairs, and the making of the proper entries for the same, the closing of their books and their examination.

Whenever Mr. Hohenadel desires the students to listen to the explanation of any correcting entries he may have had to devise to cancel a student's mistakes, he takes time out of a period during which he has charge of the business department, and gives the explanation. He pursues the same course when he finds any principle of book-keeping generally misunderstood by the class. In this department, as in all others, a recess of fifteen minutes is allowed at 12 o'clock.

BOOK-KEEPING DEPARTMENT.

The most important branches learned in this department are

BOOK-KEEPING

and the making correctly and neatly of the various

BUSINESS PAPERS

in use in mercantile life.

Three and a quarter hours each day are thus spent, excepting a day when one hour is taken for

BUSINESS CORRESPONDENCE,

and on each of two other days, when a half hour is employed in a lesson in

SPELLING,

and once in three weeks, when a half hour is used in explaining grammatical construction, sentence-building, &c., constituting a lesson in

PRACTICAL GRAMMAR.

One hour every day is spent in

PENMANSHIP,

teaching the theory as well as practicing the art. The department is divided into two sections, and to each a daily lesson of a half hour is given in

MENTAL ARITHMETIC.

Notice is given when the lectures on

COMMERCIAL LAW AND INSURANCE LAW

are delivered, and a cordial invitation is extended to the students to attend the same.

THE ACADEMICAL DEPARTMENT

comprises three classes of students—(1) Those preparing for graduation. (2) Those reviewing arithmetic for the book-keeping department. (3) Those wishing to secure a substantial English education, and who may or may not subsequently enter the book-keeping department.

In it are taught

PENMANSHIP,

three-quarters of an hour every day, both theory and practice;

ARITHMETIC,

one and a half hours every day;

MENTAL ARITHMETIC,

SPELLING AND

PRACTICAL GRAMMAR,

each a half hour every day;

READING AND GEOGRAPHY,

each a half hour every day in the week but one;

BUSINESS CORRESPONDENCE,

one hour on Thursday of each week; and

COMMERCIAL LAW,

a half hour every day to the graduating class.

Two courses of lectures, one on

COMMERCIAL LAW,

the other on

INSURANCE LAW,

are provided for the graduating class, which they are expected to attend.

The other students are not only allowed to do so, but are earnestly invited to be present at each.

Such students of the graduating class and such of those preparing for the book-keeping department as have sufficient English education, are excused from reading, spelling, geography and grammar, to enable them to devote additional time to arithmetic. Those so excused spend four hours a day on this important branch.

The college management furnishes reading books, for the use of students whilst in this department, free of charge.

Geography is taught from wall-maps, and no text-book is needed for the grammatical exercises conducted by the teacher of this department.

ORDER OF EXERCISES

FOR THE USE OF PUPILS.

☞ Students are required to remain in their study rooms until the regular hour for adjournment, unless excused.

☞ Weekly reports of attendance, conduct and progress are mailed regularly.

BUSINESS DEPARTMENT.

9–9½—Mr. Peirce—Examining books kept by students; examining students who desire to graduate.

Mr. Hohenadel—Examining bills, &c.; teaching how to collect and settle accounts, and the correct entering of same; investigating mistakes in students' books, or explaining at blackboard how they can be corrected; guiding business among students; drilling at blackboard on principles of book-keeping or customs of business men.

Students not in business—Closing books.

9½–10—Mr. Peirce—Teaching mental arithmetic to the whole class.

Mr. Hohenadel—At any of his duties as above described not needing the attention of students.

10–12—Mr. Peirce—Examining books or students on graduating.

Mr. Hohenadel—At such of his duties as need attention.

Students not in business—Closing books.

12–12¼—Recess.

12¼–1—Mr. Warren—Teaching penmanship to the whole class.

Mr. Peirce—Examining books or students on graduation.

Mr. Hohenadel—At such of his duties as need attention but do not require the presence of the class.

1–2—Mr. Peirce—Examining books or students on graduation.

Mr. Hohenadel—Public sale of goods at auction.

Students not in business—Closing books.

☞Every Monday Mr. Peirce will teach mental arithmetic from 10 till 10½, to allow Mr. Wrigley the hour from 9 till 10 for a lesson in business correspondence. Letters must be given to Mr. Wrigley for criticism within the time set by him.

☞On Tuesday and Friday mornings Mr. Wrigley will give a lesson in spelling from 10 till 10½.

☞Every third Thursday Mr. Wrigley will teach practical grammar from 10 till 10½.

☞The pupils of this department are cordially invited to attend the lectures on commercial law as well as those on insurance law.

☞Each Monday morning the books of the "Union College Bank" and those of "Thomas M. Peirce & Co." are examined by Mr. Peirce.

☞The last of each month a Spelling Bee will be held in this department by Mr. Peirce. Prizes to those successful.

☞The first of each month Mr. Peirce decides who has made the greatest improvement in penmanship in the college during the month, and awards to him the "Reward of Merit," and to those who have made creditable improvement issues letters of "honorable mention."

N. B.—If Mr. Peirce cannot always observe his college engagements as set forth above, in consequence of professional engagements as accountant or expert, the students will be protected from any delay in their progress by special arrangements.

BOOK-KEEPING DEPARTMENT.

SECTION 1.

IN CHARGE OF MR. KELLER.

9–11—MR. KELLER—Book-keeping and business forms; examining students who desire to enter business department.

11–11½—MR. WRIGLEY—Mental arithmetic.

MR. KELLER, as above.

11½–12—MR. KELLER, as above.

12–12¼—Recess.

12¼–12½—MR. KELLER, as above.

12½–1—MR. KELLER—Teaching at blackboard such principles of book-keeping as seem to be needed by the class generally.

1–2—MR. WARREN—Penmanship.

MR. KELLER—Book-keeping and business forms; examining students for business department.

☞The above order will be interrupted by Mr. Wrigley, who will teach business correspondence on each Tuesday morning from 9 till 10.

☞Mr. Wrigley will teach spelling each Wednesday from 10 till 10½, and each Friday from 9 till 9½.

☞Every third Thursday Mr. Wrigley will teach practical grammar from 9 till 9½.

☞No blackboard drill will be given by Mr. Keller the day on which Mr. Wrigley teaches business correspondence.

☞The lectures on commercial law and those on insurance law are free to the students of this department.

☞Once a month Mr. Peirce holds a Spelling Bee, awarding prizes to those successful.

☞Mr. Peirce awards each month a "Reward of Merit" for the greatest improvement in penmanship, and issues letters of "honorable mention" for creditable improvement.

☞Those who complete the course in the book-keeping department will arrange with Mr. Keller for their examination.

BOOK-KEEPING DEPARTMENT.

SECTION 2.

IN CHARGE OF MR. HUCKEL.

9–11½—Mr. Huckel—Book-keeping and business forms.

11½–12—Mr. Wrigley—Mental arithmetic.

Mr. Huckel—Book-keeping and business forms.

12–12¼—Recess.

12¼–12½—Mr. Huckel—Book-keeping and business forms.

12½–1—Mr. Huckel—Explaining at the blackboard such parts of book-keeping as are not thoroughly understood by the students.

1–2—Mr. Warren—Penmanship.

Mr. Huckel—Book-keeping and business forms.

☞On Monday, from 10 till 10½, and Friday, from 9½ till 10, Mr. Wrigley will teach spelling.

☞On Wednesday, from 9 till 10, Mr. Wrigley will teach business correspondence.

☞Every third Thursday, from 10½ till 11, Mr. Wrigley will give a lesson in practical grammar.

☞The day on which Mr. Wrigley teaches business correspondence there will be no blackboard drill by Mr. Huckel.

☞The students of this department are always invited to the lectures on commercial law and to those on insurance law.

☞Spelling Bee once a month by Mr. Peirce. Prizes to those successful.

☞A "Reward of Merit" once a month for the greatest improvement in penmanship in the college—decided by Mr. Peirce. Letters of "honorable mention" for creditable improvement.

ACADEMICAL DEPARTMENT.

Consisting of

(1) Those preparing to graduate.

(2) Those reviewing arithmetic for the book-keeping department.

(3) Those who wish to acquire a plain English education, and who may or may not afterwards enter the book-keeping department.

9–9¾—MR. IBACH—Assisting students working arithmetical problems on slate, and explaining elementary arithmetic on the blackboard.

9¾–10¼—MR. IBACH—Mental arithmetic.

10¼–10¾—MR. IBACH—Reading.

10¾–11¼—MR. IBACH—Geography.

11¼–12—MR. WARREN—Penmanship.

MR. IBACH—Special cases.

12–12¼—Recess.

12¼–1—MR. IBACH—Teaching students arithmetic at their desks and advanced arithmetic on the blackboard.

1–1½—MR. IBACH—Spelling.

1½–2—MR. IBACH—Practical grammar.

☞On Thursday of each week the reading and geography will be omitted, and the arithmetic lesson will be given from 10 till 11¼, so that Mr. Wrigley can teach business correspondence from 9 till 10 on such mornings. Mr. Ibach will participate in the lesson with Mr. Wrigley.

☞The graduating class will be excused from this department from 10½ till 11, each morning, to recite commercial law to Mr. Wrigley.

☞The graduating class is expected to attend all lectures on commercial law and insurance law. Timely notice of these lectures will always be given. The other students are welcome to them.

☞Whenever any member of the graduating class desires to be examined by Mr. Peirce, he will notify Mr. Ibach and get permission to present himself to Mr. Peirce for that purpose.

☞Those who are reviewing arithmetic for the book-keeping department will be examined every Friday to ascertain their progress, and transfer them, if found qualified.

☞A Spelling Bee will be held once a month by Mr. Peirce, and prizes awarded to those successful.

☞A "Reward of Merit" will be awarded by Mr. Peirce once a month for the greatest improvement in penmanship in the college, and letters of "honorable mention" will be issued to those who make creditable improvement.

☞Those members of the graduating class and those students reviewing arithmetic for the book-keeping department who are sufficiently well educated, will be excused from reading, geography, spelling and grammar, or such of them as may be agreed upon by Mr. Thompson and Mr. Ibach.

☞If any member of the graduating class is engaged keeping the books of the "Union College Bank" and "Thomas M. Peirce & Co." in the business department, he will be excused from all studies in the academical department, except commercial law, whilst so employed. He will, however, answer roll in the academical department.

BRANCHES TAUGHT IN THE NIGHT SCHOOL,

AND TIME ASSIGNED TO EACH.

BOOK-KEEPING AND BUSINESS FORMS

are taught every evening for one and a half hours, except once in two weeks, when the lesson in business correspondence reduces this time to one hour.

A half hour every evening is occupied by the teacher in charge in examining thoroughly and carefully all the papers and books made up by the students. These must be neatly as well as correctly prepared to insure the approval of the teacher.

A certain amount of knowledge of arithmetic is necessary to enable the student to engage profitably in the study of book-keeping. If it be not possessed, the deficiency can be supplied in another department.

PENMANSHIP

every evening. To those needing penmanship only, the whole two hours; to others, as may be arranged.

ARITHMETIC

every evening. Those who study this branch to enable them to take up book-keeping will be examined any evening to test their fitness for transfer to the commercial department. More advanced arithmetic can be learned afterwards.

BUSINESS CORRESPONDENCE.

Each student is expected to write a business letter every other week. Those who will accept it are given a lesson each week.

SPELLING

is taught every evening in both English and commercial departments.

READING AND GRAMMAR.

Mr. Ibach has a half hour every evening to devote to these branches. A limited number only will be received.

THE WORK OF EACH TEACHER IN THE NIGHT SCHOOL.

MESSRS. KELLER AND HOHENADEL.

Book-keeping and business forms, every evening.

7–7½—Book-keeping.

7½–8—Examination of books and papers of students.

8–9—Book-keeping.

☞Business correspondence is taught every other Monday evening, from 8 till 8½, by Mr. Wrigley.

MR. WARREN.

Penmanship every evening. To those who pay for tuition in penmanship only, the whole two hours; to others, as may be arranged.

7–7½—To those who wish penmanship only; also, to special cases.

7½–8—To those learning book-keeping; also, to those engaged only in penmanship.

8–8½—To those studying arithmetic; also, to those taking lessons only in penmanship.

8½–9—To those practicing penmanship only; also, to those who wish to divide their time equally between penmanship and arithmetic.

MR. IBACH.

Arithmetic, spelling and special cases, every evening.

7–8—Arithmetic in English department.

8–8½—Special cases.

8½–9—Spelling in English department.

☞Business correspondence every other Monday evening, from 7 till 7½, by Mr. Wrigley, in which Mr. Ibach joins.

MR. WRIGLEY.

Arithmetic, business correspondence and spelling. Arithmetic and spelling every evening; business correspondence every other week.

7–8—Arithmetic in English department.

8–8½—Arithmetic in commercial department.

8½–9—Arithmetic to that part of English department not engaged in spelling; also, spelling in commercial department.

☞ Business correspondence in English department, from 7 till 7½ every other Monday evening; in commercial department, from 8 till 8½ every other Monday evening.

☞ Those desiring business correspondence every week can have it at the above hour on the alternating Mondays.

ORDER OF EXERCISES OF NIGHT SCHOOL,

FOR THE USE OF PUPILS.

☞Students are expected to remain in their study rooms until the regular hour for adjournment, unless excused.

☞Weekly reports of attendance, conduct and progress are mailed regularly.

COMMERCIAL DEPARTMENT.

7–7½—Book-keeping—Messrs. Keller and Hohenadel.

7½–8—Penmanship—Mr. Warren.

Examination of students' books and papers—Messrs. Keller and Hohenadel.

8–9—Book-keeping—Messrs. Keller and Hohenadel.

☞Business correspondence every other Monday evening, from 8 till 8½, by Mr. Wrigley.

☞The alternating Monday evenings, from 8 till 8½, will be spent, by those desiring weekly drills in business correspondence, with Mr. Wrigley.

☞Arithmetic from 8 till 8½, for those who wish it, by Mr. Wrigley, if not otherwise engaged in this department.

☞Spelling from 8½ till 9, for those who take these lessons, by Mr. Wrigley.

ENGLISH DEPARTMENT.

7–8—Arithmetic—Messrs. Ibach and Wrigley.
8–8½—Penmanship—Mr. Warren.
Special cases—Mr. Ibach.
8½–9—Spelling—Mr. Ibach.
Arithmetic—Mr. Wrigley.

☞Business correspondence every other Monday evening, from 7 till 7½, by Mr. Wrigley; Mr. Ibach uniting.

☞The alternating Monday evenings, from 7 till 7½, will be spent by those desiring weekly drills in business correspondence, with Mr. Wrigley.

PENMANSHIP DEPARTMENT.

7–7½—Penmanship—By Mr. Warren.
7½–8—Penmanship, in commercial department—By Mr. Warren.
8–8½—Penmanship, in English department—By Mr. Warren.
8½–9—Penmanship—By Mr. Warren.

☞A Spelling Bee will be held once a month by Mr. Peirce, and prizes awarded to those successful.

☞A "Reward of Merit" will be awarded by Mr. Peirce once a month for the greatest improvement in penmanship in the night school, and letters of "honorable mention" will be issued to those who make creditable improvement.

LETTERS AND RESOLUTIONS COMMENDATORY

—OF—

THOMAS MAY PEIRCE AS TEACHER.

From JOHN W. LOCH, A. M.,

Principal of De Kalb Institute, Norristown, Pa.

NORRISTOWN, PA., Feb. 7th, 1861.

This is to certify, that I have known Thomas May Peirce eighteen months, during which time I have frequently met him at our County Teachers' Association, and I have had frequent conversations with him upon educational topics. His standing in this community as an educator ranks high, and I have no hesitancy in recommending him as a zealous, faithful and able teacher. JOHN W. LOCH.

From HON. NATHANIEL JACOBY,

Associate Judge, Montgomery Co., Pa., and Member of the School Board.

NORRISTOWN, MONTGOMERY CO., PA.,

February 7th, 1861.

I am happy to say that Thomas May Peirce has acquitted himself better than any teacher we ever had in our schools. We are very sorry to lose him, but cannot hope to keep him when better situations are offered to him. NATHANIEL JACOBY.

From REV. J. GRIER RALSTON,

Principal of Oakland Female Institute, Norristown, Pa.

NORRISTOWN, PA., Feb. 7th, 1861.

From my personal knowledge of Mr. Thomas May Peirce, as well as from his general reputation as an instructor, I feel authorized to recommend him as eminently qualified to take charge of any institution requiring the services of a thorough scholar, a good disciplinarian and a Christian gentleman. J. GRIER RALSTON.

From HON. WM. D. KELLEY, M. C., PA.

PHILADELPHIA, Feb. 8th, 1861.

JAMES B. WINPENNY, ESQ.

Dear Sir: Mr. T. M. Peirce will be an applicant to the Board over which you preside for the post of Principal of the Manayunk Grammar School. Will you permit me to say that I think him eminently fitted for such a situation, and that your Board will do well in confiding your school to his charge.

Very truly yours,

WM. D. KELLEY.

From THOMAS P. STOTESBURY, W. FISHER MITCHELL, and others,

Committee on Monroe Schools, Fourteenth Section.

PHILADELPHIA, Dec. 27th, 1864.

THOMAS MAY PEIRCE, A. M.

Dear Sir: Your resignation as Principal of the Monroe Boys' Grammar School was duly received, and knowing your wish to accept a position in another section, we have felt bound to accept it.

We cannot close our pleasant official intercourse without saying to you how much pleased we have been with your actions as teacher, and we cheerfully bear witness to your uniform industry, zeal and perseverance in all your duties, and particularly in matters calculated to benefit or raise the standard of the Monroe School. We congratulate the Directors of the Third Section upon the selection they have made, feeling assured that in *you* they will have the tried services of an intelligent, faithful and successful teacher. Wishing you every success in the future, we regretfully take our leave of you, and remain

Your friends,

THOMAS P. STOTESBURY, Chairman,
W. F. MITCHELL,
WILLIAM McCLARY,
SAMUEL P. BROWN, M. D.,
B. L. HERKNESS.

RESOLUTIONS

OF THE

BOARD OF SCHOOL DIRECTORS OF THE THIRD SECTION, FIRST SCHOOL DISTRICT OF PENNSYLVANIA.

At a meeting of the Board of School Directors of the Third Section, First School District of Pennsylvania, held on the evening of the 29th of August, A. D. 1865, the following preamble and resolutions were adopted:—

WHEREAS, The Board, having received and accepted the resignation of Thomas May Peirce as Principal of the Mount Vernon Grammar School for Boys, feel that it is but proper that they should place upon record some evidence of their appreciation of him as an instructor and disciplinarian of youth, and of their sincere esteem for him as a man; therefore be it

Resolved, That the exceedingly pleasant relations which have existed between Mr. Peirce and this Board are severed by us with feelings of regret. That we feel that the Mount Vernon Grammar School has lost in him a Principal whose vigorous intellect and high mental training, and whose untiring energy and industry were conducting her to even a more exalted eminence than she had heretofore occupied as an institution of learning.

Resolved, That the longer we have known Mr. Peirce the better we have learned to appreciate his ripe scholarship, his faithfulness and efficiency as a teacher, his kindheartedness to his pupils, and to feel that the destiny of the Mount Vernon Grammar School was in the hands of one who was "master of the situation."

Resolved, That on retiring from a position that he has filled with so much honor to himself and advantage to the community, he can do so with the proud consciousness that he has faithfully and satisfactorily discharged the duties devolving upon him, and that he leaves the Mount Vernon Grammar School in the most healthy, prosperous and flourishing condition.

Resolved, That go where he will, engage in whatever pursuits he may, he carries our earnest, heartfelt wishes for his future happiness and success.

Resolved, That these resolutions be entered upon the minutes, and that a copy of the same, duly attested, be transmitted to Mr. Peirce.

Attest: SAMUEL M. FOSTER, Secretary.

From PROF. JOSEPH W. WILSON, A. M.

Professor of Practical Mathematics, Central High School.

PHILADELPHIA, Sept. 14th, 1866.

THOMAS MAY PEIRCE, A. M.

I cannot sufficiently express my admiration of the completeness and thoroughness of the curriculum in your "Union Business College." Your pupils are familiarized with the minutest details of mercantile life, as well as instructed in the general principles upon which they depend. Theory goes hand in hand with practice. The learner commences at once a real business of his own, a business in which he has not to depend on himself alone, but is instructed at every step, and a reason given for whatever admits of one. Thus the generalizations to which the special rules of accounts may be reduced are so fixed in the mind that it is impossible to forget them, and their application becomes easy and natural. I do not see how it would be possible to add anything to your institution. It seems to me already a perfect preparation for business life. I am convinced, however, from what I know of your energy, your unusual ability to impart knowledge and explain what is imperfectly understood, and your clear perception of what should be done in whatever work you may have in hand, that if there can be an improvement you will make it.

Yours truly, JOSEPH W. WILSON.

LETTERS COMMENDATORY
—OF—
THOMAS MAY PEIRCE AS ACCOUNTANT.

From HON. JUDGE JEREMIAH S. BLACK,

Ex-Attorney-General of the United States.

PHILADELPHIA, March 20th, 1875.

To all whom it may concern: Mr. T. M. Peirce is a book-keeper and accountant skillful and learned in his profession—trustworthy and true, as I have good cause to know. In any investigation of public or private accounts his assistance would be of the highest value.

J. S. BLACK.

From HON. JUDGE F. CARROLL BREWSTER,

Ex-Attorney-General of Pennsylvania.

PHILADELPHIA. July 19th, 1876.

It gives me great pleasure to certify, from a very satisfactory personal experience, to the fidelity, industry and ability of Thomas May Peirce, M. A., President of Peirce's Union Business College. In a case involving many thousands of dollars and numerous questions of great intricacy, I found him not only a valuable but an indispensable assistant.

I regard his attainments as of an extraordinary character.

F. CARROLL BREWSTER.

From HON. W. S. STENGER, M. C., PA.

CHAMBERSBURG, PA., March 20th, 1875.

I take pleasure in certifying to the fact that Mr. Thomas May Peirce is an accountant of great proficiency and skill. I write from personal knowledge, acquired by being brought into contact with him in an important case which required a critical examination of a set of books which were "cooked up." His examination was very thorough and satisfactory. I can recommend him with confidence as fully qualified to act wherever similar services are required.

W. S. STENGER.

From REV. A. J. KYNETT, D. D.,

Corresponding Secretary of the Board of Church Extension of the Methodist Episcopal Church.

PHILADELPHIA, Aug. 4th, 1876.

From personal and pleasant acquaintance with Thomas May Peirce, A. M., I take pleasure in testifying to his integrity as a gentleman and his skill and accuracy as an accountant.

His Union Business College is equal to the best, affording all the facilities for a thorough training for any branch of business.

A. J. KYNETT.

From S. W. CRITTENDEN,

Author of "Crittenden's Inductive and Practical Treatise on Book-Keeping, by Single and Double Entry."

PHILADELPHIA, July 13th, 1876.

This certifies, that from general reputation and from personal acquaintance for some years past, I have reason to believe Mr. Thomas May Peirce to be a thorough accountant and a competent teacher as well as expert; and I would also say that in all our intercourse he has uniformly shown the characteristics and courtesy of a true gentleman.

S. W. CRITTENDEN.

LETTERS AND REFERENCES COMMENDATORY

—OF—

THOMAS MAY PEIRCE AS EXPERT.

From W. M. DERR, ESQ.,

Attorney-at-Law, No. 126½ N. Ninth St.

LEBANON, PA., July 23d, 1878.

T. M. PEIRCE, ESQ.

Dear Sir: Your favor of the 20th inst. received, and cheerfully answered in the affirmative.

Your exact knowledge of chirography, facility and ease of expressing the distinguishing peculiarities of handwriting, plain and forcible manner of answering questions, and the clear and certain perception of truth and duty, give great weight to your opinion and judgment in matters of this kind.

Those who employ you will be benefited by your knowledge, and truth will be made manifest by your skill.

Yours truly,

W. M. DERR.

From WM. H. RUDDIMAN, ESQ.,

Attorney-at-Law, No. 241 S. Fifth St.

PHILADELPHIA, July 23d, 1878.

PROF. T. M. PEIRCE.

Dear Sir: It is with great pleasure that I respond to your note, dated the 20th instant. The very intelligent, careful and conscientious methods observed by you in your sworn statements as an expert, enable me to bear unhesitating testimony to your good judgment and discrimination in that capacity. I shall be glad to answer any reference you may desire to make upon the subject.

Truly yours,

WM. H. RUDDIMAN.

From SENATOR JOHN COCHRAN,

Attorney-at-Law, No. 209 S. Sixth St.

PHILADELPHIA, July 23d, 1878.

THOMAS MAY PEIRCE, ESQ.

Dear Sir: Yours of July 20th, 1878, in reference to the use of my name in your contemplated card, received. I take pleasure in saying that I have availed myself of your services as an expert in handwriting, and have always received satisfaction.

Yours &c.,

JOHN COCHRAN.

From HON. G. W. BIDDLE, ESQ.,

Attorney-at-Law, No. 208 S. Fifth St.

PHILADELPHIA, July 23d, 1878.

T. M. PEIRCE, ESQ.

Dear Sir: You may refer to me as an expert in matters of handwriting. I am

Very respectfully yours,

GEO. W. BIDDLE.

From RUFUS E. SHAPLEY, ESQ.,

Attorney-at-Law, No. 130 S. Sixth St.

PHILADELPHIA, August 1st, 1878.

THOMAS MAY PEIRCE, ESQ.

Dear Sir: You may at all times refer to me as to your skill as an expert in handwriting.

Very truly yours,

RUFUS E. SHAPLEY.

From ASSISTANT DISTRICT ATTORNEY READ,

Law Offices of Read & Pettit, No. 518 Walnut St.

PHILADELPHIA, July 23d, 1878.

THOMAS M. PEIRCE, ESQ.

Dear Sir: Yours of the 20th received. As a witness in matters of handwriting I doubt whether you have many equals—certainly, so far as I know, no superiors. You are at liberty to make use of my name for the purpose referred to.

Yours very truly,

JOHN R. READ.

Philadelphia, July 31, 1878.

The following are members of the Bar who have either examined or cross-examined Mr. Peirce as an expert in matters of handwriting, and have kindly allowed him to refer to them.

Hon. George Lear, Ex-Attorney-General of Pennsylvania.	*Doylestown, Pa.*
Hon. Judge T. Carroll Brewster, Ex-Attorney-General of Pennsylvania.	*Philadelphia.*
Hon. Lewis C. Cassidy,	"
Richard P. White, Esq.,	"
George L. Crawford, Esq.,	"
Hon. George M. Dallas,	"
Wm. S. Price, Esq.,	"
John C. Bullitt, Esq.,	"
Gen. B. F. Fisher,	"
Samuel Dickson, Esq.,	"
J. Cooke Longstreth, Esq.,	"
Lewis Waln Smith, Esq.,	"
Wm. W. Sedgwick, Esq.,	"
M. Hampton Todd, Esq.,	"
James Jay Gordon, Esq.,	"
Levi B. Hicks, Esq.,	*Harrisburg, Pa.*

LETTERS COMMENDATORY

—OF—

REV. JOHN THOMPSON, BUSINESS MANAGER.

From BISHOP LEVI SCOTT.

Rev. John Thompson, the Business Manager of Peirce's Union Business College, Philadelphia, is an honored and excellent member of the Philadelphia Conference, and a faithful and efficient manager of any trust committed to his hands. For he will, in my judgment, accept no trust which he does not regard as in harmony with the character of a minister of Christ, and he will permit no trust which he does accept to suffer in his hands, if faithfulness and diligence can prevent it.

ODESSA, Del., June 9th, 1876. L. SCOTT.

From BISHOP MATTHEW SIMPSON.

PHILADELPHIA, June 19th, 1876.

It gives me great pleasure to say that for several years I have been acquainted with the Rev. John Thompson, who is Business Manager of Peirce's Union Business College. He is in every respect a Christian gentleman of irreproachable habits, and is, I believe, admirably adapted to watch over the morals of the young men committed to his care, as well as to manage with skill and fidelity the general interests of the institution.

M. SIMPSON.

From REV. JOHN INSKIP,

Editor of the Christian Standard.

PHILADELPHIA, June 15th, 1876.

THOMAS MAY PEIRCE, M. A.

Dear Sir: For many years I have known intimately Rev. John Thompson, Business Manager of your Union Business College, and I deem him in every way well qualified for the important position he

holds in your institution. His kindness of heart and influence over the young plainly indicate that Providence designed him for the work in which he is engaged. Your patrons may be assured that those committed to his oversight and care will be kindly aided in their endeavor to fit themselves for the important duties of business life.

Respectfully yours,

JOHN S. INSKIP.

From EDGAR M. LEVY, D. D.,

Pastor of the Berean Baptist Church, Philadelphia.

PHILADELPHIA, June 16th, 1876.

It is a matter of vital importance that those who have the discipline and training of young men in their hands should be men of wisdom and piety. To a very great extent they must impart to their pupils some tinge of their own moral habits and modes of thinking. The cases are not few where young men have developed skeptical views and demoralized principles, the seeds of which were planted in the school-room. This fact has always caused me to scan very carefully the names of the professors and teachers in circulars of academies sent for my commendation and influence. It is a great satisfaction for me to say that, in every moral and intellectual requirement, "Peirce's Union Business College" is all that could be desired. With the Rev. John Thompson, the Business Manager, I have been long and intimately acquainted, and I know of no gentleman better qualified, both in head and heart, for the training of young men. Would to God that at the head of all our institutions of learning, of whatever character, we had just such a man!

EDGAR M. LEVY.

LETTERS COMMENDATORY

—OF—

PROF. J. H. WARREN, PENMAN.

From IVISON, BLAKEMAN, TAYLOR & CO.,

Publishers of American Educational Series.

NEW YORK, August 26th, 1876.

It gives us much pleasure to express in this way our high personal regard for Prof. Warren and our admiration for his genius as a penman. He ranks as a peer in the select and distinguished galaxy who may be truly termed pen-artists, in the best sense of the word, and whose works honor the master Spencer and make famous the standard Spencerian.

IVISON, BLAKEMAN, TAYLOR & CO.

From ASSOCIATE AUTHORS, SPENCERIAN PENMANSHIP.

An acquaintance with Prof. J. H. Warren, during a period of more than ten years, enables us to testify to his rare skill as a practical and ornamental penman, and to his successful career as a teacher of penmanship.

We believe him to be eminently qualified for his responsible and useful vocation.

HENRY C. SPENCER.

WASHINGTON, D. C., August, 1876. LYMAN P. SPENCER.

From C. A. WALWORTH,

Professor of Book-keeping, Writing and Phonography, College of the City of New York.

To the Public: I take pleasure in testifying to the superiority as a penman of Prof. J. H. Warren, of Philadelphia. He was associated with me as a teacher for over four years in the cities of Washington, D. C., Utica and Syracuse, New York. As an off-hand penman he is unequalled, and as a teacher always faithful and popular.

NEW YORK, August 5th, 1876. C. A. WALWORTH.

LETTERS COMMENDATORY

—OF—

THEODORE HOHENADEL AS AN ACCOUNTANT.

From EDGAR E. PETIT, ESQ.,

Attorney-at-Law, 138 S. Sixth St.

PHILADELPHIA, March 1st, 1879.

To the Public: It gives me great pleasure to state that I have been personally acquainted with Mr. Theodore Hohenadel for the last four or five years, during which time I have had occasion to engage his services as book-keeper and accountant, and found him thoroughly competent in both capacities.

I would also state, from my knowledge of him, that he is a gentleman of integrity and good moral character, and I have no hesitation in recommending him to the public generally.

EDGAR E. PETIT.

From J. L. LOUDENSLAGER,

Cashier for A. C. Yates & Co., Clothiers, Ledger Building, Sixth and Chestnut Sts.

PHILADELPHIA, March 1st, 1879.

I am glad of the opportunity to testify of the practical knowledge and thorough competency of Mr. Theodore Hohenadel, who was associated with me in the capacity of assistant book-keeper for some time, during which he evinced characteristics of ability in performing that cannot fail to fit him for the greater task of teaching.

J. L. LOUDENSLAGER.

From SNYDER, HARRIS, BASSETT & CO.,

Wholesale Clothiers, No. 525 Market St.

PHILADELPHIA, March 1st, 1879.

To the Public: It affords us great pleasure to speak in behalf of our young and most estimable friend, Theodore Hohenadel, who was in

our employ as an assistant book-keeper. We found him to be a correct accountant; and we believe him to be competent to instruct, as his has a well-balanced mind and an impressive manner. We think he will leave a lasting impression on those he may have occasion to instruct or counsel.

Yours truly,

SNYDER, HARRIS, BASSETT & CO.

From JAMES A. FREEMAN & CO.,

Auctioneers, No. 422 Walnut St.

PHILADELPHIA, March 1st, 1879.

Dear Sir: It affords us pleasure to be able to commend the capacity of Mr. Theodore Hohenadel as an accountant and book-keeper. The opportunity of judging has been obtained by us in the settlement of an estate in the courts of our county, where these and particularly good qualifications were especially needed, and they were furnished by Mr. Theodore Hohenadel in a manner very satisfactory to all parties interested.

Very respectfully,

JAMES A. FREEMAN & CO.

THOMAS MAY PEIRCE, ESQ.

LETTERS COMMENDATORY

—OF—

J. EDWIN M. KELLER AS AN ACCOUNTANT.

From JOHN H. TAGGART & SON.

OFFICE OF SUNDAY TIMES, 819 Walnut St.

PHILADELPHIA, February 11th, 1879.

This may certify, that we personally know Mr. J. E. M. Keller, of Peirce's Business College, and can and do testify to his proficiency and expertness as an accountant. We have employed him more than once to settle our books, and always found him quick, correct, thorough and perfectly reliable.

JOHN H. TAGGART & SON.

From JEREMY MACKEY.

Cashier of Stroudsburg Bank.

STROUDSBURG, Pa., March 24th, 1877.

This is to certify, that I am personally acquainted with Mr. J. E. M. Keller, and that he is a young man of good moral character, of good business qualifications and integrity, and I cheerfully recommend him to any one who may need his services, &c., in any capacity.

J. MACKEY.

LETTERS COMMENDATORY

— OF —

PROF. WILLIAM S. HUCKEL, ACCOUNTANT AND PHONOGRAPHER.

From WILLIAM A. DROWN & CO.,

Manufacturers of Umbrellas and Parasols, 246 Market St.

PHILADELPHIA, Sept. 19th, 1877.

THOMAS MAY PEIRCE, ESQ.,

Principal of Union Business College, Philadelphia.

Dear Sir: Mr. William S. Huckel was in our employ for upwards of seven years.

He is an excellent book-keeper and accountant, and has the faculty of imparting his knowledge, which is a rare gift, and greatly to be desired in a teacher.

Yours truly,

WM. A. DROWN & CO.

From MR. J. E. VANKIRK,

With Clyde's Coastwise, West India and Pacific Steam Lines.

PHILADELPHIA, Sept. 20th, 1877.

To the Public: During the entire time that Mr. William S. Huckel was in our employ we held him in the highest esteem, entrusting to him as we did all matters of a clerical nature that were complex and that in many cases required as much judgment as skill in unravelling.

His capability is certainly beyond question, both as a scholar and teacher. Having received instruction from him at different times, I am abundantly able to vouch for his proficiency.

Truly yours,

J. E. VANKIRK.

From MR. JOHN BARNARD,

Chief Book-Keeper of Baugh & Sons, Manuf'rs and Importers of Super-Phosphates, 20 S. Delaware Avenue.

PHILADELPHIA, Sept. 18th, 1877.

To whom it may concern: It affords me pleasure to state that I have known Mr. William S. Huckel for the last fifteen years, during which time he has held positions of trust, and has also been book-keeper for several large manufacturing and importing houses in this city.

He is a first-class accountant and a thorough and practical book-keeper. He also possesses the happy faculty of imparting instruction readily, cheerfully and effectively.

JOHN BARNARD.

From SAMUEL W. EVANS & SON,

Manuf'rs of Umbrella and Whip Mountings, 4725 Paul St., Frankford.

PHILADELPHIA, Sept. 19th, 1877.

It affords me pleasure to bear testimony to the integrity, energy of character and scholastic attainments of Mr. William S. Huckel. During an acquaintance of several years standing we have had abundant opportunity of judging practically of his abilities as an accountant and book-keeper, and unhesitatingly pronounce them of the highest order, while his deportment has always been that of a Christian gentleman.

S. W. EVANS & SON.

LETTERS COMMENDATORY

—OF—

PROF. F. IBACH, B. S., ACADEMICAL DEPARTMENT.

From PROF. HENRY HOUCK,

Deputy Sup't of Public Instruction, Commonwealth of Pennsylvania.

HARRISBURG, July 3d, 1876.

To whom it may concern: I have known Prof. F. Ibach intimately during the last fifteen years. I gave him his first examination when he started out as a teacher in Lebanon county. He is a first-class scholar, and a gentleman in every respect. He has filled the most important positions in the educational work of this State, and in every one rendered the most complete satisfaction.

HENRY HOUCK.

From PROF. EDWARD BROOKS, Ph. D., Principal, and
PROF. E. O. LYTE, B. S., Professor of Book-Keeping,

State Normal School, Millersville, Pa.

MILLERSVILLE, PA., July 24th, 1876.

We take pleasure in stating that Mr. Franklin Ibach is a graduate of this institution, in the scientific course, and that he is a gentleman of fine intellectual ability and excellent moral character. He has had several years' successful experience in teaching, and is entirely worthy of public confidence.

EDWARD BROOKS,
E. O. LYTE.

From B. F. SHAUB, A. M.,

Superintendent of Common Schools of Lancaster Co., Pa.

LANCASTER, PA., July 15th, 1876.

I take pleasure in saying that Mr. F. Ibach is an attentive and thoughtful student. His intellectual qualifications are very good, and his teaching thorough, like his knowledge. *Anything* which he *undertakes* to do will be well done.

B. F. SHAUB.

TESTIMONIALS

—FROM—

Merchants, Banks, Railroad and Insurance Companies.

From HON. THOMAS A. SCOTT,

President of the Pennsylvania Railroad Company.

PHILADELPHIA, Aug. 28th, 1876.

THOMAS MAY PEIRCE, ESQ.,

Union Business College, Philadelphia.

My Dear Sir: My son James is very well satisfied with the instruction in book-keeping received at your institution.

A number of the employés of the Company, trained by you, have given much satisfaction in the performance of their duties.

Very truly yours,

THOMAS A. SCOTT.

From WM. AYRES (of Wm. Ayres & Sons),

Manuf'rs of Horse Clothing, Nos. 311 and 313 Arch St.

PHILADELPHIA, Aug. 15th, 1876.

THOMAS MAY PEIRCE,

Principal of Union Business College, Philadelphia.

Dear Sir: Several sons and nephews having graduated at your Union Business College, it affords me pleasure to report the beneficial effects of their thorough training in book-keeping in the pursuits in which they afterwards engaged. One I placed in charge of the books of our firm. He required no assistance from the first, except such explanations as related to our manner of doing business. At the expiration of the first month he furnished me a correct balance-sheet, and has ever since performed the duties of his station in a satisfactory manner. The others became salesmen, and their knowledge of accounts has been of great advantage to the houses they represent, in making terms of settlement with buyers and reporting them, particularly, with the orders sent

home for goods, thus preventing disputes in regard to terms, which so often occur between buyers and sellers, through the loose manner in which salesmen, ignorant of accounts, report their transactions to their principals.

I consider education in book-keeping of more value than in many of the studies which our boys spend years to master. Every one must transact business of some kind, and an intelligent view of the effects of such transactions upon their own interests, or the interests of others, can be best acquired through a knowledge of accounts.

Some years ago, upon withdrawing from a partnership connection, I had occasion to review a list of suspended accounts extending through a period of fourteen years. I noticed at the time that the greater part of these losses occurred through the ignorance or neglect of the parties in keeping their accounts. Believing the number of failures throughout the country would be materially reduced by a more general knowledge of accounts, I look upon such institutions as the Union Business College as of great service to the public, and trust that your efforts to sustain yours as a first-class institution will be abundantly rewarded.

Yours truly,

WILLIAM AYRES.

From DAVID B. PAUL, ESQ

President of the Third National Bank.

PHILADELPHIA, Sept. 18th, 1866.

THOMAS MAY PEIRCE, M. A.

Dear Sir: I was very much pleased with my visit to your institution. The "Actual Business Department" is a practical department of great value to the young or middle-aged man who wishes to acquire business forms and habits without the laborious apprenticeship heretofore needed. I examined your bank with considerable care. It is properly organized, and is furnished with the usual books and forms for banking. I acknowledge the receipt of some college currency, which is an excellent substitute for national currency, and is quite beautiful in appearance. Wishing you a decided success, which you deserve,

I am yours, truly,

DAVID B. PAUL.

From HOOPES BROS. & DARLINGTON,

Spoke Works, West Chester, Pa.

WEST CHESTER, August 18th, 1876.

Some years since we employed Thomas May Peirce as a professional accountant, and found him proficient, learned, experienced and reliable. Since that time we have frequently applied to him for clerical help for our counting-room, and he has supplied us with a number of efficient young men remarkable for their fitness for the desk. Our present book-keeper and his predecessor were educated at the Business College in charge of Mr. Peirce. They took charge of our books fresh from their studies, and rendered us satisfaction from the time they first entered our service. We not only respect the talent of the Principal, but we have been highly pleased with the training the young men sent us have received at his institution.

HOOPES BROS. & DARLINGTON.

From KOHN, ADLER & CO.,

No. 720 Market St.

PHILADELPHIA, August 24th, 1876.

THOMAS MAY PEIRCE, M. A.

Dear Sir: Judging your institution by the ability of our book-keeper and cashier, obtained from you some six years ago, we think your course of instruction is judiciously arranged and thoroughly taught. The other clerks in our employ who were trained by you confirm our favorable opinion of your college.

Very respectfully,

KOHN, ADLER & CO.

From WM. F. MURPHY'S SONS,

Stationers, Blank Book Manufacturers and Steam Power Printers, No. 509 Chestnut St.

PHILADELPHIA, July 26th, 1876.

THOMAS MAY PEIRCE, ESQ.

Dear Sir: In the course of a few years we have had occasion to send to you for young men in our business, and we cheerfully state that you

have recommended many bright ones, all having shown the result of your training.

We are convinced that young men who desire to learn any business or profession will do well to take a course of instruction with you.

Should any wish further information, we shall be glad to give our personal experience.

Yours very respectfully,

W. F. MURPHY'S SONS.

From I. S. CUSTER, SON & CO.,

No. 726 Arch St., Philadelphia.

MR. THOMAS MAY PEIRCE.

Dear Sir: Having for several years received our supply of young men for our counting-room from your Business College, it gives us pleasure to assure you that in character and ability these young men have met our best expectations and given us entire satisfaction. Judging from the success of the young men furnished us, we most heartily recommend your institution to those who desire to prepare for success in business life. Yours truly,

I. S. CUSTER, SON & CO.

From JOHN M. TAYLOR (of the firm of John M. Taylor & Co.,)

Wholesale Dry Goods, No. 205 Market St.

PHILADELPHIA, August 23d, 1876.

MR. THOMAS MAY PEIRCE.

Whilst I have known you from boyhood, and have been glad to know of the success of your Business College, my principal opportunity of judging of your institution has been from the efficiency and success of the young men you have supplied me for my counting-room. Taking these as a sample of your work, I am free to say, that if I had a son to send to a Business College, I should make choice of your institution. Wishing you continued success in the work in which you are engaged, I am Yours sincerely,

JOHN M. TAYLOR.

From HON. JOHN H. DOHNERT,

President of the Spring Garden Fire Insurance Company, and late President of the Northern Saving Fund, Safe Deposit and Trust Co.

PHILADELPHIA, August 25th, 1876.

THOMAS MAY PEIRCE.

Dear Sir: Having had occasion to get several young men from your institution to serve as clerks in the offices of the Spring Garden Insurance Company and the Northern Saving Fund, Safe Deposit and Trust Company during my presidency of both, it gives me pleasure to testify that the young men sent by you have all shown a thorough preparation for the counting-house, not only serving us satisfactorily, but reflecting great credit on your college.

Yours truly,

JNO. H. DOHNERT.

From F. S. IRWIN,

Chief Clerk, Gen'l Agent's Office, North Pennsylvania R. R. Co.

PHILADELPHIA, August 25, 1876.

THOMAS MAY PEIRCE, A. M.

President Union Business College, Philadelphia.

Dear Sir: Having pursued the business course at your college, and having had two of your former pupils as clerks in this office, I can testify intelligently to the great value of a course of training at your institution. I regard it of the highest importance to any one proposing to engage in business life.

Respectfully,

F. S. IRWIN.

Among the many

CONGRATULATIONS

extended to the management of

Peirce's Union Business College

OF PHILADELPHIA,

on the occasion of its being awarded the

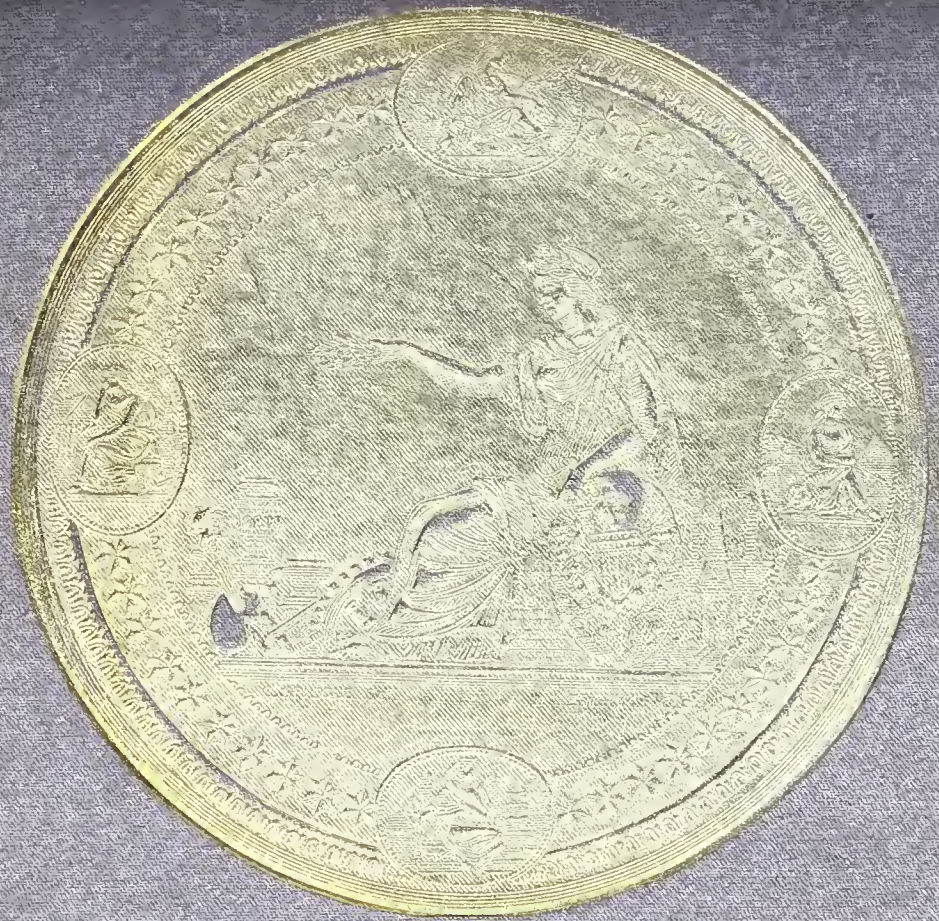
CENTENNIAL BUSINESS COLLEGE DIPLOMA AND MEDAL,

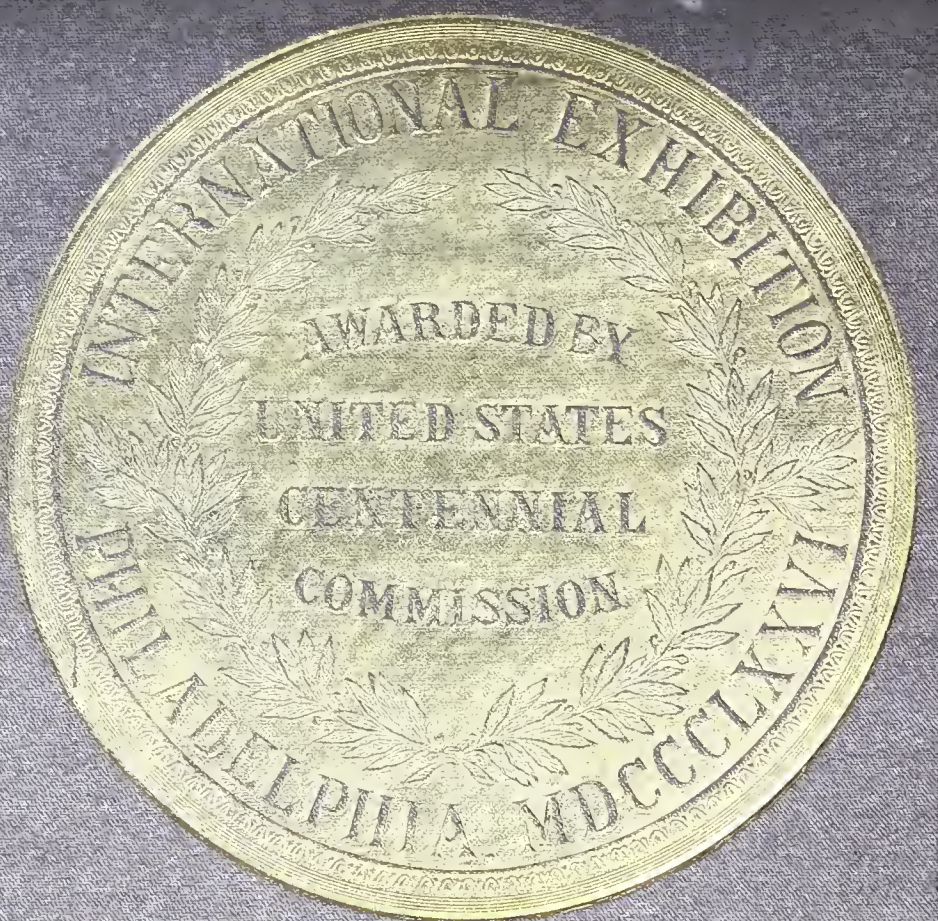
none has been more pleasantly received, nor will any be longer remembered than the following from Rev. John Inskip, which appeared as the leading editorial in the number of the "*Christian Standard and Home Journal*," issued October 28th, 1876:—

CONGRATULATORY.

"We congratulate our friend Thomas May Peirce, M. A., and the other members of the Faculty of the Union Business College, upon the well-deserved compliment paid to their institution by the Judges of the International Exhibition, who, after the most thorough investigation, awarded to them the Centennial Business College Diploma and Medal. We presume this expression of approval will be all the more valued because it was so richly deserved. We have frequently gone into the office to call upon our friend Rev. John Thompson, the Business Manager of the college, and have been delighted with the good order and cheerful look of things. Of Mr. Peirce's qualifications, and the pre-eminent fitness for their work of the entire Faculty, we need say but a word. Few men are so well prepared to succeed. Hence we are not at all surprised that they distanced all competitors, and took the highest honors of the Centennial Exhibition.

"We desire to say to our friends that we know of no persons to whom we would so heartily recommend them to commit the business education of their sons as Mr. Peirce and Rev. Mr. Thompson. With Mr. Thompson we have had a long and most intimate acquaintance, and we assure our patrons that in committing their sons to his oversight and care they are perfectly safe. This notice comes spontaneously, and without expectation of fee or reward, except the satisfaction of having done an act of justice to a most worthy institution, and to give a word of good cheer to faithful laborers in the Lord's vineyard. To all who desire it, Rev. Mr. Thompson will forward circulars, which will give a better idea of the institution than we can in this brief article."





INTERNATIONAL EXHIBITION, PHILADELPHIA, 1876.